



STATE OF WASHINGTON
RENEWAL REQUEST

OFFICE USE ONLY

DATE OF
REQUEST

DATE OCCUPANCY OR
ACTION NEEDED

SPACE REQUEST NUMBER

REQUESTING AGENCY

PERSON TO CONTACT

AGENCY UNIT TO OCCUPY REQUESTED SPACE

TELEPHONE NO.

FAX NO.

E-MAIL ADDRESS:

AGENCY ADDRESS/MAILSTOP

I CERTIFY THAT THE REQUESTED SPACE IS NECESSARY AND FUNDS ARE AVAILABLE TO IMPLEMENT THIS REQUEST AND THAT ALL INFORMATION IS ACCURATE.

TYPE NAME

TYPE TITLE

AUTHORIZED SIGNATURE (requesting agency) AGENCY HEAD OR DESIGNEE

FEATURES DESIRED: (Leased Space Only)

LEASE TERM YEARS, STARTING AND ENDING

OPTION PROVIDING

CANCELLABLE AFTER ON DAYS PRIOR NOTICE

OTHER (Specify)

RENT TO INCLUDE: JANITORIAL SERVICES AND ALL UTILITIES IN STD LEASE FORM EXCEPT
ALL ALTERATIONS AND TENANT IMPROVEMENTS
PARKING SPACES

PRESENT LEASE STATUS OF SUBJECT AGENCY UNIT:

PRESENT LEASE NO. PRESENT RENTAL AMOUNT MONTH SIZE SF

CURRENT LEASED FACILITY ADDRESS:

EXPIRATION DATE OF PRESENT LEASE

PRESENT LEASE CANCELLABLE AFTER ON DAYS PRIOR NOTICE

PRESENT LEASE OPTIONS PERMIT EXTENDING TERM TO
ADDING SQ. FT. SPACE AFTER ON DAYS NOTICE

Comments: (attach additional page(s) if required)

- Maintenance and improvements desired:

- Additional Requests